

VILLAGE OF PITTSFORD
PLANNING AND ZONING BOARD OF APPEALS
Special Meeting September 3, 2019 at 6:00 PM

PRESENT:

Chairperson: Justin Vlietstra
Members: Jo Anne Shannon
Susan Lhota
Justin Leitgeb
Eli Bannister (absent)

Motion: Chairperson Vlietstra made a motion, seconded by Member Shannon, to call the meeting to order at 6:00 pm.

Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Leitgeb - yes. *Motion carried.*

Conflict of Interest Disclosure: Board members had no conflicts of interest to declare.

Chase Bank, 31 State Street ~ Site Plan Review

Discussion: The Board discussed the open public hearing for parking lot renovations at Chase Bank, 31 State Street. Member Vlietstra stated that the lighting for the lot is unresolved. He pointed out that there is currently an open violation on the property, due to the replacement of light fixtures without board approval. The current lighting plan on file with the Village was created by a person who is not a licensed engineer or architect in New York State. The Board determined that a lighting plan and remedy for the violation notice are needed.

Motion: Member Vlietstra made a motion, seconded by Member Lhota, to leave the public hearing open to be continued at the September 16, 2019 PZBA meeting.

Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Leitgeb - yes. *Motion carried.*

LWRP Review of Zoning Code/Comprehensive Plan

Discussion: The Planning Board received a Coastal Assessment Form for an LWRP review of the Proposed Zoning Code Updates and Comprehensive Plan on July 16, 2019. The Planning Board considers the application for LWRP review to be incomplete at this time because a new draft of the code is expected that will address concerns that have been identified and shared with the Trustees. The Planning Board intends to suspend the LWRP review until such time as a revised draft of the zoning code is released. A new draft will be available in October/November 2019 timeframe, and the Planning Board intends to resume the LWRP review at that time.

The Board will continue to go through the code to identify any concerns and share them with the Trustees.

Motion: Member Vlietstra made a motion, seconded by Member Lhota, to open the public hearing at this time.

Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Leitgeb - yes. *Motion carried.*

Motion: Member Vlietstra made a motion, seconded by Member Shannon, to leave the public hearing open and to continue discussion of LWRP review at the September 10, 2019 PZBA Special Meeting.

Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Leitgeb - yes. *Motion carried.*

- ✓ The Board discussed revised code section 210-34 Site Plan Review.
- ✓ Member Vlietstra stated that sections of the Code that are vague, particularly in what triggers site plan review and it's important to use precise clear language.
- ✓ It was noted that stormwater requirements in existing code is more specific than the proposed code. The Board will request that Scott Harter review the application requirements.
- ✓ Intent and purpose of site plan review – State Law – Health and Safety
 1. Concept – Sketch Plan – adequate to review - Checklist?
 2. Preliminary site plan review - where buildings, roads and parking are located
 3. Final site plan review – drainage, etc.
- ✓ What is the definition of “ancillary” as used in this section?
- ✓ Residential use should be defined as single-family or two-family home.
- ✓ Should review HPB Code and verify that the definitions are the same for maintenance and repair.
- ✓ “Replacing” or “repairing” parking areas – clarify difference.
- ✓ What is exempt from review? – What should trigger review?
- ✓ Reconfiguration of commercial parking lots should always trigger review.
- ✓ Chapter 168 - Discussion of whether free-standing signs should be included in site plan review.
- ✓ Subdivision review – lot line adjustment.
- ✓ Demolition – Minor site plan? Should be major site plan - What are requirements for demolition?
- ✓ Definitions: Structure – too broad? Remove the word “not” from definition?
- ✓ Additions – Review only if over 400 square feet.

Motion: Member Vlietstra made a motion, seconded by Member Shannon, to adjourn the meeting at 8:00 pm.

Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Leitgeb - yes. *Motion carried.*